



Sanitation worker

QP Code: FIC/Q9008

Version: 1.0

NSQF Level: 2

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FIC/Q9008: Sanitation worker

Brief Job Description

A sanitation worker is responsible for carrying out cleaning and sanitation of the various parts and areas of a food processing facility in adherence with standard work practices.

Personal Attributes

The individual should be able to lead a team, have a good personality and written and oral communication, project management skills, high numerical ability and an analytical mind backed by knowledge of Food Safety and Standards Act and Good Manufacturing Practices (GMP).

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [FIC/N9027: Prepare for cleaning and sanitation of food processing facility](#)
2. [FIC/N9028: Carry out cleaning and sanitation of food processing plant](#)
3. [FIC/N9901: Implement health and safety practices at the workplace](#)
4. [FIC/N9902: Work effectively in an organisation](#)
5. [SGJ/N1702: Optimize resource utilization at workplace](#)

Qualification Pack (QP) Parameters

Sector	Food Processing
Sub-Sector	Generic
Occupation	Production
Country	India
NSQF Level	2
Aligned to NCO/ISCO/ISIC Code	NCO-2015/NIL
Minimum Educational Qualification & Experience	5th Class
Minimum Level of Education for Training in School	

Pre-Requisite License or Training	NA
Minimum Job Entry Age	14 Years
Last Reviewed On	NA
Next Review Date	NA
NSQC Approval Date	
Version	1.0

FIC/N9027: Prepare for cleaning and sanitation of food processing facility

Description

This NOS unit is about preparing for cleaning and sanitation of the food processing facility.

Scope

The scope covers the following :

- Prepare for cleaning and sanitation activities

Elements and Performance Criteria

Prepare for cleaning and sanitation activities

To be competent, the user/individual on the job must be able to:

- PC1.** obtain instructions from the hygiene coordinator/supervisor to determine the tasks to be perform
- PC2.** identify and arrange the cleaning materials, chemicals, tools and equipment required for cleaning and sanitation work
- PC3.** inspect the work area visually and plan the sequence of cleaning tasks to be perform
- PC4.** place the signages at the worksite to inform others about cleaning and sanitation work is in progress
- PC5.** ensure adequate ventilation and all electrical switches are in off condition before starting the clening process
- PC6.** prepare the work area for cleaning and sanitation activities
- PC7.** follow safety practices recommended by organisation during cleaning and sanitation activities

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant cleaning standards, reporting structure, policies and procedures followed in the organization
- KU2.** various types of equipment and areas to be cleaned and sanitized in a food processing facility
- KU3.** cleaning and sanitation methods as per the type of surface and equipment used in the food processing facility
- KU4.** Standard Operating Procedures (SOP) recommended by the manufacturer for using cleaning tools, equipment, materials, cleaning solutions etc. during the cleaning and sanitation work
- KU5.** how to collect and store cleaning materials, chemicals, tools and equipment etc. as per organizational procedures
- KU6.** how to select chemicals and handle them safely
- KU7.** how to inspect and prepare work area for cleaning and sanitation activities
- KU8.** various signages and their importance during the work
- KU9.** safety requirements to be followed during the cleaning and sanitation work

KU10. safe disposal of materials from the workplace ensuring zero contamination with raw materials, processed food, packaging materials, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret information from work instructions, equipment manuals and signs in the workplace
- GS2.** communicate with others effectively
- GS3.** comprehend the information given by the supervisor/team members
- GS4.** write work related information in English/regional language/Hindi accurately
- GS5.** recognise workplace problems and take suitable action
- GS6.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS7.** plan and prioritise tasks as per work requirements
- GS8.** be courteous
- GS9.** be punctual

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for cleaning and sanitation activities</i>	15	25	-	10
PC1. obtain instructions from the hygiene coordinator/supervisor to determine the tasks to be perform	-	-	-	-
PC2. identify and arrange the cleaning materials, chemicals, tools and equipment required for cleaning and sanitation work	-	-	-	-
PC3. inspect the work area visually and plan the sequence of cleaning tasks to be perform	-	-	-	-
PC4. place the signages at the worksite to inform others about cleaning and sanitation work is in progress	-	-	-	-
PC5. ensure adequate ventilation and all electrical switches are in off condition before starting the clening process	-	-	-	-
PC6. prepare the work area for cleaning and sanitation activities	-	-	-	-
PC7. follow safety practices recommended by organisation during cleaning and sanitation activities	-	-	-	-
NOS Total	15	25	-	10

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9027
NOS Name	Prepare for cleaning and sanitation of food processing facility
Sector	Food Processing
Sub-Sector	Generic
Occupation	Production
NSQF Level	2
Credits	TBD
Version	1.0
Next Review Date	NA

FIC/N9028: Carry out cleaning and sanitation of food processing plant

Description

This NOS unit is about carrying out cleaning and sanitation of various types of equipment, fittings and fixtures, floors and other surfaces (walls, windows, doors) etc. in a food processing facility.

Scope

The scope covers the following :

- Cleaning of the plant equipment, furniture, fittings and fixtures
- Cleaning of plant walls and floors
- Cleaning of office area, canteen, washroom area etc.
- Carry out post cleaning activities

Elements and Performance Criteria

Cleaning of the plant equipment, furniture, fittings and fixtures

To be competent, the user/individual on the job must be able to:

- PC1.** check the equipment, furniture, fittings and fixtures for dirt, rust, food residues, unwanted materials etc.
- PC2.** scrape off and dry sweep the dirt, rust, food residues etc. from the equipment, furniture, fittings and fixtures
- PC3.** use recommended chemicals and cleaning methods to remove the thick layers of grease, dirt and other food deposits from the equipment, furniture, fittings and fixtures
- PC4.** wash the equipment, furniture, fittings and fixtures to remove the visible deposits, layers of soil and residues of detergent
- PC5.** disinfect the equipment, furniture, fittings and fixtures by using recommended disinfectant or sanitiser
- PC6.** wipe the water and leave the equipment, furniture, fittings and fixtures for getting dry and free from moisture after cleaning process

Cleaning of plant walls and floors

To be competent, the user/individual on the job must be able to:

- PC7.** dry sweep all the walls and floors of plant to remove dirt, food residues etc.
- PC8.** use cleaning agents with scrub to remove the stains and dirt from walls
- PC9.** damp mop the floors to remove the stains and dirt
- PC10.** disinfect the walls and floors by using recommended disinfectant or sanitiser
- PC11.** leave the walls and floors for getting dry after cleaning process

Cleaning of office area, canteen, washroom area etc.

To be competent, the user/individual on the job must be able to:

- PC12.** clean the office area and keep the documents and stationery in office at their designated places
- PC13.** clean the toilet and its amenities properly by following organisation procedure
- PC14.** clean the pot washing area, drinking area, still areas, waste disposal area, storage areas, serving areas, entrance areas and other related areas properly in the food processing plant

- PC15.** clean the canteen area without leaving any food or spillage in the area
- PC16.** change the waste bags and clean the waste bins regularly by following organisation procedure

Carry out post cleaning activities

To be competent, the user/individual on the job must be able to:

- PC17.** check and refill the supplies and accessories in toilet, pot washing area, drinking area etc. by following organisation procedure
- PC18.** report any marks or spot that cannot be reached or cleaned to the person in charge
- PC19.** report maintenance requirements of any damage and faults in items e.g., lights not working, damage to furniture and fixtures etc. to appropriate personnel
- PC20.** report about any lost and found property or item to authorized person by following organisation procedure
- PC21.** clean and store the tools, equipment and process auxiliaries as per organisational procedures
- PC22.** dispose waste safely while ensuring no contact with the raw material, processed food, packaging material, etc.
- PC23.** prepare and maintain cleaning reports and documents as per organisational guidelines

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** relevant cleaning standards, reporting structure, policies and procedures followed in the organization
- KU2.** various types of equipment and areas to be cleaned and sanitized in a food processing facility
- KU3.** cleaning and sanitation methods as per the type of surface and equipment used in the food processing facility
- KU4.** SOP recommended by the manufacturer for using cleaning tools, equipment, materials, cleaning solutions etc. during the cleaning and sanitation work
- KU5.** how to collect and store cleaning materials, chemicals, tools and equipment etc. as per organizational procedures
- KU6.** how to check the equipment, furniture, fittings and fixtures, floors and walls etc. for cleaning and sanitation requirements
- KU7.** how to clean and sanitise equipment, furniture, fittings and fixtures, floors and walls etc. in a food processing facility
- KU8.** how to use cleaning agent and disinfectant safely
- KU9.** reasons to avoid over-wetting of the surface
- KU10.** cleaning and sanitation process of various areas of food processing facility
- KU11.** risks associated with cleaning and sanitation tasks and related precautions to control accident
- KU12.** documentation and records need to maintain regarding cleaning and sanitation work performed
- KU13.** safety requirements to be followed during the cleaning and sanitation work

KU14. safe disposal of materials from the workplace ensuring zero contamination with raw materials, processed food, packaging materials, etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read and interpret information from work instructions, equipment manuals and signs in the workplace
- GS2.** communicate with others effectively
- GS3.** comprehend the information given by the supervisor/team members
- GS4.** write work related information in English/regional language/Hindi accurately
- GS5.** recognise workplace problems and take suitable action
- GS6.** analyse and apply the information gathered from observation, experience, reasoning or communication to act efficiently
- GS7.** plan and prioritise tasks as per work requirements
- GS8.** be courteous
- GS9.** be punctual

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Cleaning of the plant equipment, furniture, fittings and fixtures</i>	8	12	-	5
PC1. check the equipment, furniture, fittings and fixtures for dirt, rust, food residues, unwanted materials etc.	-	-	-	-
PC2. scrape off and dry sweep the dirt, rust, food residues etc. from the equipment, furniture, fittings and fixtures	-	-	-	-
PC3. use recommended chemicals and cleaning methods to remove the thick layers of grease, dirt and other food deposits from the equipment, furniture, fittings and fixtures	-	-	-	-
PC4. wash the equipment, furniture, fittings and fixtures to remove the visible deposits, layers of soil and residues of detergent	-	-	-	-
PC5. disinfect the equipment, furniture, fittings and fixtures by using recommended disinfectant or sanitiser	-	-	-	-
PC6. wipe the water and leave the equipment, furniture, fittings and fixtures for getting dry and free from moisture after cleaning process	-	-	-	-
<i>Cleaning of plant walls and floors</i>	5	8	-	3
PC7. dry sweep all the walls and floors of plant to remove dirt, food residues etc.	-	-	-	-
PC8. use cleaning agents with scrub to remove the stains and dirt from walls	-	-	-	-
PC9. damp mop the floors to remove the stains and dirt	-	-	-	-
PC10. disinfect the walls and floors by using recommended disinfectant or sanitiser	-	-	-	-
PC11. leave the walls and floors for getting dry after cleaning process	-	-	-	-
<i>Cleaning of office area, canteen, washroom area etc.</i>	9	19	-	6

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC12. clean the office area and keep the documents and stationery in office at their designated places	-	-	-	-
PC13. clean the toilet and its amenities properly by following organisation procedure	-	-	-	-
PC14. clean the pot washing area, drinking area, still areas, waste disposal area, storage areas, serving areas, entrance areas and other related areas properly in the food processing plant	-	-	-	-
PC15. clean the canteen area without leaving any food or spillage in the area	-	-	-	-
PC16. change the waste bags and clean the waste bins regularly by following organisation procedure	-	-	-	-
<i>Carry out post cleaning activities</i>	8	11	-	6
PC17. check and refill the supplies and accessories in toilet, pot washing area, drinking area etc. by following organisation procedure	-	-	-	-
PC18. report any marks or spot that cannot be reached or cleaned to the person in charge	-	-	-	-
PC19. report maintenance requirements of any damage and faults in items e.g., lights not working, damage to furniture and fixtures etc. to appropriate personnel	-	-	-	-
PC20. report about any lost and found property or item to authorized person by following organisation procedure	-	-	-	-
PC21. clean and store the tools, equipment and process auxiliaries as per organisational procedures	-	-	-	-
PC22. dispose waste safely while ensuring no contact with the raw material, processed food, packaging material, etc.	-	-	-	-
PC23. prepare and maintain cleaning reports and documents as per organisational guidelines	-	-	-	-
NOS Total	30	50	-	20

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9028
NOS Name	Carry out cleaning and sanitation of food processing plant
Sector	Food Processing
Sub-Sector	Generic
Occupation	Production
NSQF Level	2
Credits	TBD
Version	1.0
Next Review Date	NA

FIC/N9901: Implement health and safety practices at the workplace

Description

This unit is about following health and safety procedures at the workplace.

Scope

The scope covers the following :

- Ensure food safety and personal hygiene
- Follow safety measures to avoid accidents
- Follow emergency procedures
- Manage infection control

Elements and Performance Criteria

Ensure food safety and personal hygiene

To be competent, the user/individual on the job must be able to:

- PC1.** follow relevant practices to avoid cross contamination at all stages of food processing operations
- PC2.** follow organisational procedures for handling items that may cause allergic reactions
- PC3.** follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)
- PC4.** follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)

Follow safety measures to avoid accidents

To be competent, the user/individual on the job must be able to:

- PC5.** use protective clothing/equipment for specific tasks and work conditions
- PC6.** identify job-site hazardous work and possible causes of risk or accident at the workplace
- PC7.** deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol
- PC8.** use various types of fire extinguishers effectively
- PC9.** respond promptly and appropriately to an accident situation or medical emergency
- PC10.** provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)

Follow emergency procedures

To be competent, the user/individual on the job must be able to:

- PC11.** follow workplace emergency and evacuation procedures
- PC12.** use safe methods to free a person from electrocution

PC13. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.

Manage infection control

To be competent, the user/individual on the job must be able to:

PC14. use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol

PC15. ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)

PC16. report illness of self and others to the supervisor or concerned authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. meaning of hazards and risks

KU2. possible causes of risk, hazard or accident in the workplace

KU3. where to find all the general health and safety equipment in the workplace

KU4. health and safety policy and procedures of the organization

KU5. health and safety hazards commonly present in the work environment

KU6. work practices and precautions used to control and prevent risks, hazards and accidents

KU7. applicable standards and regulations as listed in The Food Safety and Standards Act, 2006

KU8. importance of each personal protective equipment used such as eye protection, hard hats, gloves apron, rubber boots, etc.

KU9. importance of ensuring personal hygiene at the workplace

KU10. ways to prevent cross contamination at the workplace

KU11. importance of storing food at specified temperatures

KU12. various dangers associated with the use of electrical and other equipment

KU13. preventive and remedial actions to be taken in the case of exposure to toxic materials

KU14. various causes of fire and the ways to prevent them

KU15. techniques of using the different fire extinguishers

KU16. procedure followed for providing cardio-pulmonary resuscitation (CPR) to the affected

KU17. rescue techniques applied during a fire hazard

KU18. various types of safety signs and what they mean

KU19. workplace emergency and evacuation procedures

KU20. appropriate basic first aid treatment relevant to the condition e.g. shock, electrical shock, bleeding, breaks to bones, minor burns, resuscitation, poisoning, eye injuries

KU21. potential injuries and ill health conditions associated with incorrect manual handling

KU22. safe lifting and carrying practices

KU23. safe practices to be followed for ensuring sanitisation of self and work area

KU24. procedure for storing the sanitising materials appropriately

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** write an accident/incident report in local language or English
- GS2.** read and comprehend basic content to read labels, charts, signages, symbols and product manuals
- GS3.** communicate with coworkers appropriately in order to clarify instructions and other issues
- GS4.** make appropriate decisions pertaining to the concerned area of work regarding the work objective, span of authority, responsibility, laid down procedure and guidelines
- GS5.** plan and organize the work schedule, work area, tools, equipment and materials for improved productivity
- GS6.** identify probable solutions to the problems in hand and evaluate them
- GS7.** seek official and authorised sources of help and guidance to resolve problems that cannot be solved at one's level of authority

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Ensure food safety and personal hygiene</i>	7	19	-	-
PC1. follow relevant practices to avoid cross contamination at all stages of food processing operations	1	4	-	-
PC2. follow organisational procedures for handling items that may cause allergic reactions	1	4	-	-
PC3. follow Good Manufacturing Practices (GMP) at the workplace. Good Manufacturing Practices: location and layout (ergonomics), cleaning and sanitation, equipment and containers, pest control, facilities (lighting, water supply, drainage and waste disposal, air quality and ventilation), food storage, transportation, and distribution (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	3	7	-	-
PC4. follow Good Hygiene Practices (GHP) at the workplace appropriately. Good Hygiene Practices: use of gloves, hairnets, masks, ear plugs, goggles, shoes etc; washing hands regularly; treating injuries such as cuts, boils, skin infections and grazes; preventive health check-ups ; getting vaccinated whenever required. (Source: Schedule IV, FSSAI Licensing and Registration, 2011)	2	4	-	-
<i>Follow safety measures to avoid accidents</i>	11	24	-	-
PC5. use protective clothing/equipment for specific tasks and work conditions	2	4	-	-
PC6. identify job-site hazardous work and possible causes of risk or accident at the workplace	2	4	-	-
PC7. deal with hazards safely and appropriately to ensure safety of self and others as per organisational protocol	2	4	-	-
PC8. use various types of fire extinguishers effectively	2	4	-	-
PC9. respond promptly and appropriately to an accident situation or medical emergency	1	4	-	-

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. provide cardio-pulmonary resuscitation (CPR) as per the requirement (e.g. cardiac arrest)	2	4	-	-
<i>Follow emergency procedures</i>	6	12	-	-
PC11. follow workplace emergency and evacuation procedures	2	4	-	-
PC12. use safe methods to free a person from electrocution	2	4	-	-
PC13. administer appropriate first aid to victims in case of cuts, bleeding, burns, choking, electric shock, poisoning etc.	2	4	-	-
<i>Manage infection control</i>	6	15	-	-
PC14. use appropriate disinfectants to disinfect the work area and equipment as per organisational protocol	3	7	-	-
PC15. ensure personal hygiene by washing hands regularly using alcohol based sanitisers and wearing personal protective equipment (PPE)	1	4	-	-
PC16. report illness of self and others to the supervisor or concerned authority	2	4	-	-
NOS Total	30	70	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9901
NOS Name	Implement health and safety practices at the workplace
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

FIC/N9902: Work effectively in an organisation

Description

This unit is about working effectively with others.

Scope

The scope covers the following :

- Communicate effectively
- Work in a team effectively
- Respect diversity

Elements and Performance Criteria

Communicate effectively

To be competent, the user/individual on the job must be able to:

- PC1.** obtain complete information and instructions from designated personnel
- PC2.** reciprocate understanding and seek clarifications whenever required
- PC3.** provide information accurately and clearly
- PC4.** use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive

Work in a team effectively

To be competent, the user/individual on the job must be able to:

- PC5.** plan tasks to be performed as per priority and need
- PC6.** consult with and assist others to maximize effectiveness and efficiency at work
- PC7.** escalate problems and grievances beyond own scope to the concerned authority
- PC8.** take appropriate action to resolve conflicts at the workplace

Respect diversity

To be competent, the user/individual on the job must be able to:

- PC9.** maintain a gender-neutral behaviour with everyone at the workplace
- PC10.** empathise with People with Disabilities (PwD) and offer help, if required
- PC11.** recognise and report incidents of harassment and discrimination to appropriate authority

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organizational quality procedures and processes associated with work
- KU2.** standards, policies, and procedures followed in the organization relevant to employment, harassment, discrimination and performance conditions
- KU3.** reporting structure, inter-dependent functions, lines, and procedures applicable at the workplace

- KU4.** different types of harassment and discrimination based on gender, disability, caste, religion, and culture
- KU5.** components of effective communication and its importance
- KU6.** importance of teamwork in organizational and individual success
- KU7.** importance of ethics and discipline for professional success
- KU8.** how to express and address grievances appropriately and effectively
- KU9.** importance and ways of managing interpersonal conflict effectively
- KU10.** different types of disabilities and the challenges faced by persons with disability (PwD)
- KU11.** laws, acts and provisions defined for PwD
- KU12.** importance of gender sensitivity and equality
- KU13.** legislations, grievance redressal mechanisms, and penalties against harassment in the workplace

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate information, doubts and concerns about work related matters in local language or Hindi/English
- GS2.** read and interpret information given in local language or Hindi/English
- GS3.** establish priorities and deadlines in consultation with other and record them
- GS4.** be punctual
- GS5.** listen to others concerns and doubts carefully and address them
- GS6.** be courteous

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicate effectively</i>	8	13	-	-
PC1. obtain complete information and instructions from designated personnel	2	3	-	-
PC2. reciprocate understanding and seek clarifications whenever required	2	3	-	-
PC3. provide information accurately and clearly	2	3	-	-
PC4. use inclusive language (verbal, non-verbal and written) that is gender, disability and culturally sensitive	2	4	-	-
<i>Work in a team effectively</i>	8	14	-	-
PC5. plan tasks to be performed as per priority and need	2	4	-	-
PC6. consult with and assist others to maximize effectiveness and efficiency at work	2	3	-	-
PC7. escalate problems and grievances beyond own scope to the concerned authority	2	3	-	-
PC8. take appropriate action to resolve conflicts at the workplace	2	4	-	-
<i>Respect diversity</i>	6	12	-	-
PC9. maintain a gender-neutral behaviour with everyone at the workplace	2	4	-	-
PC10. empathise with People with Disabilities (PwD) and offer help, if required	2	4	-	-
PC11. recognise and report incidents of harassment and discrimination to appropriate authority	2	4	-	-
NOS Total	22	39	-	-

National Occupational Standards (NOS) Parameters

NOS Code	FIC/N9902
NOS Name	Work effectively in an organisation
Sector	Food Processing
Sub-Sector	Generic
Occupation	Generic
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

SGJ/N1702: Optimize resource utilization at workplace

Description

This unit is about adopting sustainable practices and optimizing use of resources, especially material, energy and waste, in day-to-day operations at work

Scope

The scope covers the following :

- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

Elements and Performance Criteria

Material conservation practices

To be competent, the user/individual on the job must be able to:

- PC1.** identify ways to optimize usage of material including water in various tasks/activities/processes
- PC2.** check for spills/leakages in various tasks/activities/processes
- PC3.** plug spills/leakages and escalate to appropriate authority if unable to rectify
- PC4.** carry out routine cleaning of tools, machines and equipment

Energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

- PC5.** identify ways to optimize usage of electricity/energy in various tasks/activities/processes
- PC6.** check if the equipment/machine is functioning normally before commencing work and rectify wherever required
- PC7.** report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment
- PC8.** ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

- PC9.** identify recyclable and non-recyclable, and hazardous waste generated
- PC10.** segregate waste into different categories
- PC11.** dispose non-recyclable waste appropriately
- PC12.** deposit recyclable and reusable material at identified location
- PC13.** follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** potential hazards, risks and threats based on the nature of work
- KU2.** layout of the workstation and electrical and thermal equipment used
- KU3.** organizations procedures for minimizing waste
- KU4.** efficient and inefficient utilization of material and water
- KU5.** ways of efficiently managing material and water in the process
- KU6.** basics of electricity and prevalent energy efficient devices
- KU7.** ways to recognize common electrical problems
- KU8.** common practices of conserving electricity
- KU9.** usage of different colours of dustbins
- KU10.** categorization of waste into dry, wet, recyclable, non-recyclable and items of single-use plastics
- KU11.** waste management and methods of waste disposal
- KU12.** common sources of pollution and ways to minimize it

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** record data on waste disposal at workplace
- GS2.** complete statutory documents relevant to safety and hygiene
- GS3.** read Standard Operating Practices (SOP) documents
- GS4.** communicate with colleagues on the significance of greening of jobs
- GS5.** make timely decisions for efficient utilization of resources
- GS6.** complete tasks efficiently and accurately within stipulated time
- GS7.** work with supervisors/team members to carry out work related tasks
- GS8.** identify cause and effect of greening of jobs

Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Material conservation practices</i>	4	8	-	-
PC1. identify ways to optimize usage of material including water in various tasks/activities/processes	1	2	-	-
PC2. check for spills/leakages in various tasks/activities/processes	1	2	-	-
PC3. plug spills/leakages and escalate to appropriate authority if unable to rectify	1	2	-	-
PC4. carry out routine cleaning of tools, machines and equipment	1	2	-	-
<i>Energy/electricity conservation practices</i>	4	8	-	-
PC5. identify ways to optimize usage of electricity/energy in various tasks/activities/processes	1	2	-	-
PC6. check if the equipment/machine is functioning normally before commencing work and rectify wherever required	1	2	-	-
PC7. report malfunctioning (fumes/sparks/emission/vibration/noise) and lapse in maintenance of equipment	1	2	-	-
PC8. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	5	10	-	-
PC9. identify recyclable and non-recyclable, and hazardous waste generated	1	2	-	-
PC10. segregate waste into different categories	1	2	-	-
PC11. dispose non-recyclable waste appropriately	1	2	-	-
PC12. deposit recyclable and reusable material at identified location	1	2	-	-
PC13. follow processes specified for disposal of hazardous waste	1	2	-	-
NOS Total	13	26	-	-

National Occupational Standards (NOS) Parameters

NOS Code	SGJ/N1702
NOS Name	Optimize resource utilization at workplace
Sector	Green Jobs
Sub-Sector	Other Green Jobs
Occupation	Resource Optimization
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	25/11/2021
Next Review Date	25/11/2024
NSQC Clearance Date	25/11/2021

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criterion.
6. To pass the Qualification Pack, every trainee should score a minimum of 70% of aggregate marks to successfully clear the assessment.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Minimum Aggregate Passing % at QP Level : 70

(Please note: Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
FIC/N9027.Prepare for cleaning and sanitation of food processing facility	15	25	-	10	50	30
FIC/N9028.Carry out cleaning and sanitation of food processing plant	30	50	-	20	100	35
FIC/N9901.Implement health and safety practices at the workplace	30	70	-	-	100	15
FIC/N9902.Work effectively in an organisation	22	39	-	-	61	10
SGJ/N1702.Optimize resource utilization at workplace	13	26	-	-	39	10
Total	110	210	-	30	350	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.

<p>Organisational Context</p>	<p>Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.</p>
<p>Technical Knowledge</p>	<p>Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.</p>
<p>Core Skills/ Generic Skills (GS)</p>	<p>Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today’s world. These skills are typically needed in any work environment in today’s world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.</p>
<p>Electives</p>	<p>Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.</p>
<p>Options</p>	<p>Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.</p>